

Otero County Public Works Director Review and Approval of Job Description


Public Works Director

3/29/2018
Date

Otero Board of County Commissioners (OBOCC) Review and Approval of Job Description


Otero Board of County Commissioners

3/29/18
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**OTERO COUNTY
POSITION DESCRIPTION
ROAD & BRIDGE CREWMAN
Step/Grade: 135/A to 142/B**

DESCRIPTION OF WORK

General Statement of Duties:

Performs a variety of skilled and technical work in the construction, operation, repair and maintenance of public work structures, i.e. roadways, bridges, culverts, etc., and water and drainage systems. Drives trucks and operates a variety of heavy and light equipment. Operates hand tools incidental to the work.

SUPERVISION RECEIVED

Works under the general day to day supervision of an assigned District Road Foreman

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Preparation, construction and maintenance of roadways, i.e., asphalt, gravel, chip seal.
- 2) Construction and /or repair of bridge structures.
- 3) Construction and maintenance of water and drainage systems and structures.
- 4) Operate construction or power equipment, i.e., front-end loader, motor grader, backhoe, etc.

- 5) Operate dump truck, pickup, etc. of various sizes and weights in the loading, hauling, unloading or various equipment, materials and supplies.
- 6) Operate jackhammer, mower, and other small equipment and tools to maintain roads and drainage systems.
- 7) Performs routine inspection and preventative maintenance on Road & Bridge equipment and refers defects or needed repairs to supervisor; cleans equipment.
- 8) Working knowledge of construction, maintenance and repair of public roads, facilities, and water and drainage systems. Considerable knowledge of heavy equipment operating principles and maintenance; working knowledge of the hazards and safety precautions common to heavy equipment operations;
- 9) Skill in operation of listed tools and equipment; skill in the application of first aid;
- 10) Must perform heavy manual labor for extended periods of time. Must understand and perform complex oral and written instructions. Ability to establish and maintain effective working relationships with employees and other departments. Must work effectively with the public. Ability to work under varying weather conditions.
- 11) May be required to work after hours, weekends or holidays to assist with emergencies or adverse weather work (plowing, sanding, flooding etc.)
- 12) Performs any and all other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- 1) Graduation from high school or GED equivalent, and
- 2) One (1) year experience relating to road and bridge construction and maintenance, public works structures, water and drainage systems, and heavy equipment operation.

SPECIAL REQUIREMENTS

Valid State Driver's License and Commercial Drivers License, minimum Class A CDL certification. Employee has 90 days from the date of hire to obtain Class A Permit certification (at employee's expense). If at the end of that of 1 year the employee still has not obtained Class A (CDL) certification, the employee may be terminated.

TOOLS AND EQUIPMENT USED

Motorized vehicles, heavy and light equipment, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires physical strength, agility, and mobility, and the ability to perform strenuous physical labor in an outdoor environment. Frequently required to walk; sit; climb or balance; and stoop, kneel, crouch or crawl. Must be able to work outdoors in wet, cold, hot and humid weather conditions. Must be able to lift up to 100 lbs. Must have dexterous use of both hands and fingers. Must have corrected vision and hearing.

POLICY REQUIREMENTS

Formal application, rating of education and experience; oral interviews and references check; job related tests might be required.

Employment is contingent upon the applicant passing a pre-employment medical physical and mandatory drug test.

Verification of any combination of driving record, criminal history and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until after a conditional job offer has been given to the applicant.

AFFIDAVIT

I certify that I understand the description of this job, the physical demands, and policy requirements, as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature _____

Date _____

OTERO COUNTY IS A EQUAL OPPROTUNITY EMPLOYER

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.